

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

CABINET MAKING / MILLWORK #2521

Prepared by the Office Career and Technical Education

INDEX

INTRODUCTION	1
PART A: Career and Technical Education Certificate and Program.....	1
PART B: Required State-Issued Occupational License or Credential.....	1
PART C: Application for Certificate using a Degree	2
<i>Option 1:</i> Bachelor's Degree or Higher.....	2
<i>Option 2:</i> Associate's Degree	2
PART D: Application for Certificate using Employment Experience.....	2
PART E: Application for Certificate using Self-Employment Experience	4
PART F: Other Credentials	5
PART G: Military Service/Troops to Teachers	6
PART H: Are You Looking for a Teaching Job in New Jersey?	6

INTRODUCTION

The following information is provided by the Department of Education to serve as a self-evaluation guide for individuals interested in applying for a career and technical education teaching certificate in the State of New Jersey using the alternate route program. The guide provides information about eligible degrees, employment experience, and self-employment experience that can be used to apply for a certificate. It also contains information regarding required state-issued licenses or credentials, when applicable. Note that this guide is not meant to be used to determine actual eligibility to apply, and it does not contain all of the requirements for an actual certificate application. For complete application information, visit the Office of Licensure and Credentials website at: <http://www.nj.gov/education/educators/license/>. **Individuals who do not hold the required credentials listed on this detail page should consult Part F: Other Credentials.**

PART A: CAREER AND TECHNICAL EDUCATION CERTIFICATE AND PROGRAM

The holder of a **Cabinet Making/Millwork Career and Technical Education Certificate #2521** issued by the New Jersey Department of Education is eligible to teach the following career and technical education programs and programs of study:

- **Woodworking, General, CIP Code # 48.0701:** *A program that generally prepares individuals to apply technical knowledge and skills to lay out and shape stock; assemble wooden articles or subassemblies; mark, bind, saw, carve, and sand wooden products; repair wooden articles, and use a variety of hand and power tools.*

PART B: REQUIRED STATE-ISSUED OCCUPATIONAL LICENSE OR CREDENTIAL

Currently, there are no state-mandated occupational licenses required for this teaching certificate.

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

CABINET MAKING / MILLWORK #2521

Prepared by the Office Career and Technical Education

PART C: APPLICATION FOR CERTIFICATE USING A DEGREE

Option 1: Bachelor's degree or higher

Currently, this option is not available for this certificate. Applicants must apply using the requirements for **PART D** or **PART E**, below.

Option 2: Associate's degree

Currently, this option is not available for this certificate. Applicants must apply using the requirements for **PART D** or **PART E**, below.

PART D: APPLICATION FOR CERTIFICATE USING EMPLOYMENT EXPERIENCE

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application.

The federal Occupational Information Network (O*NET) lists the following additional applicable job titles for Drafter: *Cabinetmakers, Bench Carpenters, Cabinet Builder*

Requirements:

1. Applicants must submit evidence of at least four years (equivalent to 8,000 hours) of full-time or part-time employment under any of the job titles listed above.
 - a) The eligible employment experience must be within 10 years of the date of the application submitted to the New Jersey Department of Education. Employment experience that is older than 10 years will not be accepted.
 - b) The eligible employment experience must be documented by the applicant's employer(s) using the Department of Education's Statement of Employment Experience form. If the applicant's eligible employment experience was obtained from more than one employer during the period of time for which eligible hours will be calculated, then a separate Statement of Employment Experience form must be completed by each employer. Employment experience submitted in any other format will not be accepted. Applicants may download the Statement of Employment Experience form from the Department of Education's website at the following link: http://www.nj.gov/education/educators/license/forms/voc_employer_experience.pdf
 - c) The employer(s) completing a Statement of Employment Experience form(s) will comment on the applicant's work performance and safety practices the following general occupational competencies and tools¹ for this occupation, as follows:

TASKS:

- *Produce or assemble components of articles, such as store fixtures, office equipment, cabinets, or high-grade furniture.*
- *Verify dimensions or check the quality or fit of pieces to ensure adherence to specifications.*

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

CABINET MAKING / MILLWORK #2521

Prepared by the Office Career and Technical Education

- *Set up or operate machines, including power saws, jointers, mortisers, tenoners, molders, or shapers, to cut, mold, or shape woodstock or wood substitutes.*
- *Measure and mark dimensions of parts on paper or lumber stock prior to cutting, following blueprints, to ensure a tight fit and quality product.*
- *Reinforce joints with nails or other fasteners to prepare articles for finishing.*
- *Attach parts or subassemblies together to form completed units, using glue, dowels, nails, screws, or clamps.*
- *Establish the specifications of articles to be constructed or repaired or plan the methods or operations for shaping or assembling parts, based on blueprints, drawings, diagrams, or oral or written instructions.*
- *Cut timber to the right size and shape and trim parts of joints to ensure a snug fit, using hand tools, such as planes, chisels, or wood files.*
- *Match materials for color, grain, or texture, giving attention to knots or other features of the wood.*
- *Trim, sand, or scrape surfaces or joints to prepare articles for finishing.*
- *Knowledge of workplace safety/OSHA requirements for the occupation.*

TOOLS:

- *Hand clamps — Bar clamps; Cam clamps; Quick-release clamps; Wedge clamps*
- *Planes — Block planes; Jointer planes; Shapers; Smooth planes*
- *Power routers — Panel routers; Plunge routers; Portable routers; Table routers*
- *Power saws — Circular saws; Panel saws; Reciprocating saws; Sliding panel saws*
- *Wood chisels — Bowl gouges; Morticers; Skew chisels; Spokeshaves*
- *Computer aided design CAD software*
- *Data base user interface and query software — Data entry software*
- *Electronic mail software — Microsoft Outlook*
- *Facilities management software — Computerized maintenance management system CMMS software*
- *Project management software — Computer estimation software*

Applicants will attach the above list of tasks and tools to the Statement of Employment Experience form(s) prior to submitting the form(s) to an employer(s) for completion.

¹Based upon O*NET: 51-7011.00 - Cabinetmakers and Bench Carpenters

Website: <http://www.onetonline.org/link/summary/51-7011.00>

2. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, "New Requirement for Certificate of Eligibility," on the following website: <http://www.nj.gov/education/educators/license/advisories/applicant.htm>

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

CABINET MAKING / MILLWORK #2521

Prepared by the Office Career and Technical Education

3. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to *N.J.A.C. 6A:9-5.9*, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in areas such as biology, health or nutrition. To obtain details regarding this test, contact a county office of education: <http://www.state.nj.us/education/counties/>
4. Applicants must pass the PRAXIS I® basic skills tests*, including the following:
 - Praxis Pre-professional Skills Test Reading (#10710)
 - Praxis Pre-professional Skills Test Writing (#20720)
 - Praxis Pre-professional Skills Test Mathematics (#10730)

For more information regarding the PRAXIS I® basic skills tests, visit the “New Jersey: Praxis Test Requirements” page of the Employment Testing Service (ETS) website at the following link: <http://www.ets.org/praxis/nj>. Scroll to the bottom of the page to “Career and Technical Education.” The three required tests are in the column to the right. Test preparation information and materials are also available from ETS. On the webpage, go to the “In This Section” selection in the upper left-hand corner and click on “For Test Takers.” Select the PRAXIS I® Pre-Professional Skills Test (PPST) link, which goes to the PRAXIS I® Overview page. Click on the light blue “Prepare for the Test” tab. Select one of the three PRAXIS I® tests. Each link goes to a page that contains free test prep information as well as test guides that may be purchased.

***NOTICE:** Applicants who have completed a college degree (two-year, four-year or higher) in any subject area and regardless of GPA are not required to take the PRAXIS I® tests.

PART E: APPLICATION FOR CERTIFICATE USING SELF-EMPLOYMENT EXPERIENCE

Applicants using this option must meet all of the following requirements, and should review the requirements prior to submitting an application.

1. Submit evidence of at least 8,000 hours of self-employment under any of the job titles listed under **PART D**. The self-employment experience must be within 10 years of the date of application to the New Jersey Department of Education for the career and technical education certificate. Self-employment experience that is older than 10 years will not be accepted. Documentation must be submitted as a notarized letter from the applicant’s accountant or attorney verifying the applicant’s dates of self-employment and verifying that the applicant has filed for state and/or federal taxes using one of the following federal U.S. Census North American Industry Classification Systems (NAICS):

➤ *NAICS Code# 238350: Finish Carpentry Contractors*

NAICS Website: <http://www.census.gov/eos/www/naics/index.html>

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

CABINET MAKING / MILLWORK #2521

Prepared by the Office Career and Technical Education

2. Applicants must complete a 24-hour introduction to teaching course through an authorized provider, which serves as an introduction to the teaching profession for those individuals who are exploring career options. Topics include classroom management, lesson planning, introduction to New Jersey core curriculum content standards, and assessment of pupil progress. To obtain information regarding this requirement, read the section titled, “New Requirement for Certificate of Eligibility,” on the following website: <http://www.nj.gov/education/educators/license/advisories/applicant.htm>
3. Applicants must pass an examination in physiology, hygiene and substance abuse issues pursuant to *N.J.A.C. 6A:9-5.9*, including the effects of narcotics and alcohol. The examination is administered at the county offices of education. In lieu of this examination, the applicant may present basic military training or college level study in areas such as biology, health or nutrition. To obtain details regarding this test, contact a county office of education: <http://www.state.nj.us/education/counties/>
4. Applicants must pass the PRAXIS I[®] basic skills tests*, including the following:
 - *Praxis Pre-professional Skills Test Reading (#10710)*
 - *Praxis Pre-professional Skills Test Writing (#20720)*
 - *Praxis Pre-professional Skills Test Mathematics (#10730)*

For more information regarding the PRAXIS I[®] basic skills tests, visit the “New Jersey: Praxis Test Requirements” page of the Employment Testing Service (ETS) website at the following link: <http://www.ets.org/praxis/nj>. Scroll to the bottom of the page to “Career and Technical Education.” The three required tests are in the column to the right. Test preparation information and materials are also available from ETS. On the webpage, go to the “In This Section” selection in the upper left-hand corner and click on “For Test Takers.” Select the PRAXIS I[®] Pre-Professional Skills Test (PPST) link, which goes to the PRAXIS I[®] Overview page. Click on the light blue “Prepare for the Test” tab. Select one of the three PRAXIS I[®] tests. Each link goes to a page that contains free test prep information as well as test guides that may be purchased.

***NOTICE:** Applicants who have completed a college degree (two-year, four-year or higher) in any subject area and regardless of GPA are not required to take the PRAXIS I[®] tests.

PART F: OTHER CREDENTIALS

Individuals who possess a Bachelor’s degree or higher in a related content area not listed on this worksheet may submit their degree along with an application for a career and technical education certificate to the Department of Education, which will review the submission in order to determine eligibility. There is a fee associated with this service. However, the Department of Education does not guarantee that credentials submitted will be accepted by the Department of Education as satisfying the requirements for a career and technical education certificate. For more information, visit the Office of Licensure and Credentials homepage at <http://www.nj.gov/education/educators/license/>

CAREER AND TECHNICAL EDUCATION CERTIFICATE

Licensure Requirement Details

CABINET MAKING / MILLWORK #2521

Prepared by the Office Career and Technical Education

PART G: MILITARY SERVICE/TROOPS TO TEACHERS

Individuals with military service may have obtained qualifying employment experience, education, and/or training during their military service via the New Jersey Troops to Teachers program. The Troops to Teachers program (TTT) assists eligible military personnel with the transition to a new career as public school teachers. The New Jersey TTT office will provide participants with counseling and assistance regarding certification requirements, routes to state teacher certification and employment leads. For information, contact the New Jersey Department of Education Troops to Teachers office at 800-680-0884 or e-mail tttnj@doe.state.nj.us.

New Jersey Troops to Teachers Website: www.nj.gov/njded/tttnj

PART H: ARE YOU LOOKING FOR A TEACHING JOB IN NEW JERSEY?

Visit NJHire today, the New Jersey Department of Education's free education recruitment website. NJ HIRE Website: <http://www.njhire.com>